

Application for

CONCESSIONARY RATE OF ANNUAL SUBSCRIPTION



RS

APPLICANT'S DETAILS (PLEASE USE BLOCK LETTERS)

MEMBERSHIP NUMBER:

TITLE (Mr/Mrs/Ms):

SURNAME:

FORENAMES:

ADDRESS:

POSTCODE:

EMAIL:

DATE OF BIRTH:

TELEPHONE (Home):

MOBILE:

Applicant's Declaration

I, (full name)

wish to continue in my present class of membership at the current concessionary rate of Annual Subscription for the reasons stated below:

- I enclose my payment of £.....
- I understand the concessionary rate subscription will apply in the coming year of application and if I wish the concession to continue in a subsequent year, I must make a further application.
- I understand that the deadline for submission of this claim is the **31 January 2012**.

Signature of applicant: Date:

REASONS FOR APPLICATION (TICK AS APPLICABLE) (please refer to the Guidance Notes overleaf before completion)

I wish to apply for the concessionary rate of annual subscription as:

1. I am in receipt of one of the following means tested benefits: Job Seekers Allowance; Income Support; Employment & Support Allowance (delete as applicable).
*** I enclose a copy of my recent benefit letter**
2. I am in full-time education studying to complete the CIOB Member Examinations or a recognised exempting award.
*** A signed letter from my course tutor is enclosed.**
3. I have recently been made redundant and am currently unemployed.
*** My redundancy letter is enclosed.**
4. I am on long term sick / maternity leave receiving statutory sick / maternity pay
*** A letter from my employer stating my entitlements is enclosed.**
5. I wish to apply on the basis of financial hardship due to low income and have completed the enclosed statement.
*** On Page 3**

YOUR APPLICATION FORM MUST BE RETURNED BY 31 JANUARY 2012

NOTES FOR GUIDANCE

**The completed application form should be received by the CIOB no later than 31 January 2012. A member remains liable for the full annual subscription until their application has been approved.
A late application may not be considered.**

CRITERIA FOR ALLOWING CONCESSIONARY RATE SUBSCRIPTIONS FOR MEMBERS IN HARDSHIP

It is not proposed to conduct means testing of members who apply for the concessionary rate; however, evidence of financial hardship is required as at the date of application based on the following:-

1. The CIOB takes as its yardstick the threshold at which state benefits become due, therefore, a reduced subscription will normally be awarded to a member who is under state retirement age and who can provide evidence of being in receipt of means tested benefit e.g. job seekers allowance, income support or employment & support allowance.
2. The concessionary rate for those in full-time education will normally be available only to members working to enhance their member class. The concessionary rate will be restricted to only those Students, Associates and Incorporated members studying for CIOB exams or recognised exempting awards. Members who have already achieved full academic qualifications are not normally entitled to this concession.

Applicants must give full details of the course of study to be undertaken in the form of a signed letter from the course tutor on college headed paper as follows:

Course title
Name of Principal/Head of Department
Establishment address
Duration of course from/to

3. Members who can provide evidence of hardship due to being made redundant should provide a letter from their employer stating the terms of their redundancy. Recent redundancy alone does not necessarily provide sufficient evidence of hardship.
4. Members who have been absent from work due to long term sickness should provide evidence of their entitlement to statutory sick pay only. Members who are absent due to maternity should provide evidence from their employer as to their statutory maternity pay rights.
5. The CIOB will also seriously consider applications from members whose income falls below the £15,000 threshold, and who are in receipt of other benefits and can provide evidence of hardship on **page 3**.
6. Members who have retired, are aged 60 years and over and are not in receipt of more than £15,000 total construction related income per annum (excluding pensions) may apply for the retired rate subscription. The effective date for applying for the retired rate will normally be aged 60 years before 1 January of the subscription year. Members whose birthday falls after this date should apply for the retired rate in the year following their retirement. **Applications should be made on form RSR.**

General

- Applications for reduced subscriptions should be made annually and supported by up to date evidence.
- Members are reminded that the CIOB has a Benevolent Fund and the Secretary will be pleased to advise on problems causing financial or personal hardship see page 4 for details.
- No rebate of subscriptions paid in full will be considered.
- The reduced rate applies only to current members and not to new admissions. (Members applying for re-admission may be granted the reduced rate exceptionally).

OFFICE USE ONLY	
Amount Received £ Date:	Application Authorized: Yes <input type="checkbox"/> No <input type="checkbox"/>
Code:..... Batch No:	Date: Initials:

MONTHLY INCOME & EXPENDITURE STATEMENT

only complete if claiming hardship under option 5

Monthly Income	£	Monthly Expenditure	£
<i>FILL IN AS APPLICABLE</i>		<i>FILL IN AS APPLICABLE</i>	
Earnings		Housing Costs	
Wages/Salary Gross		Mortgage	
		Second Mortgage	
Other State Benefits		Rent (before Housing Benefit)	
For example:		Council Tax(before Council Tax Benefit)	
Community Care Grants		Ground Rent/service charges	
Council Tax Benefits		Building/Contents Insurance	
Housing Benefits		Mortgage Endowment policy	
Other tax credits		Other Housing costs	
		Utilities	
		Heating e.g. Gas / electric / solid fuel etc	
		Power i.e. Electricity	
		Water rates/sewerage charges	
		Telephone/Broadband	
		Cost of Living	
		Food	
		Maintenance/CSA payments	
		Satellite/Cable	
		Life Insurance	
		Other Insurance	
		Pension contributions	
		Housekeeping e.g. food, laundry, etc	
		Car running costs (insurance/MOT/fuel /road tax)	
		Travel costs (public transport)	
		Work costs (meals/tools)	
		Clothing	
		Prescription/Health costs	
		Carer/Childcare costs	
		Debt repayments	
		Bank overdrafts	
		Other Expenditure	
TOTAL MONTHLY INCOME		TOTAL MONTHLY EXPENDITURE	

Please add any additional comments to support your application.

The CIOB processes member information in accordance with the Data Protection Act 1998. The CIOB does not submit any member details to third parties. By ticking this box, you are agreeing to receive information from the CIOB about events, CPD and other relevant CIOB communications.

THE CIOB BENEVOLENT FUND

(Charity No. 1013292)

Established in 1992, the CIOB Benevolent Fund provides a service comprising practical advice, information and financial assistance for Institute members and their dependant families world-wide.

Whatever the reason, be it ill health, disability, redundancy or low income, the CIOB Benevolent Fund is a resource made possible by members and for members.

ELIGIBILITY

Applications for assistance are welcome from all categories of corporate and non-corporate past and present CIOB members.

Examples of situations in which the Benevolent Fund has been supporting CIOB members at times of need:

- Following surgery for acute illness, a member aged 36, required a period of convalescence at home, yet was worried about money whilst unable to work. The Trustees agreed monthly grants to help this member to manage her finances during the term of her recovery.
- A member aged 42 had been under considerable pressure at work, resulting in an unsettled home life. The Fund supported this member by way of advice and grant assistance, in order to help ease the pressure upon this member and his family.
- An overseas member was forced to retire from work at age 50, due to disablement. The Benevolent Fund has supported this member by way of grant assistance to ensure that necessary adaptations were made at home.
- A retired member in a Nursing Home accommodation faced hardship. The Trustees offered regular grant support in order to ensure that this member could continue to enjoy social activities.

HOW WE CAN HELP

We offer advice and support to members experiencing hardship, unemployment and redundancy. Subject to individual circumstances, we can provide grant assistance to support members and their families facing difficulty.

Our free advisory publication 'Fresh Start' contains detailed information regarding steps to deal with the consequences of redundancy and job loss, together with useful measures towards finding employment. You can download 'Fresh Start' at the CIOB Website here: <http://www.ciob.org.uk/resources/benevolentfund> If you would like to receive a printed copy of 'Fresh Start' please contact the Secretary.

The Benevolent Fund has provided financial assistance to many members and their families in circumstances of hardship, ill-health and general difficulty. If there is any way that the Fund can be of service to you please do contact us.

If you would like further information of if we can otherwise be of service at any time, please contact:

Frank MacDonald, Secretary
Englemere, Kings Ride, Ascot SL5 7TB

Tel: 01344-630780 or e-mail fmacdonald@ciob.org.uk

**The Chartered Institute Of Building
Englemere, Kings Ride, Ascot, Berkshire SL5 7TB
Tel: 01344 630700 Fax: 01344 630777**

Registered Charity No. 280795